

DELAWARE TRANSIT CORPORATION

POSTING NO. 066-2011

POSITION VACANCY POSTING

DATE OF POSTING June 15, 2011

CLOSING DATE June 22, 2011

METHOD OF APPLICATION: Resume/Cover Letter or Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **June 22, 2011**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 007 JOB CODE #: 014

POSITION TITLE Audit Manager

PAY GRADE 18 PAY RATE PAY RANGE \$25.208076 - \$33.610769
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County

DEPARTMENT: Finance
SECTION: Auditing

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CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

Execute operational and compliance audits in accordance with accepted professional standards in order to determine compliance with organizational policies/procedures and adherence to applicable law and regulations. Conduct assurance reviews of assigned organizational and functional activities/units in accordance with the annual internal audit plan. Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned. Enhance the timeliness, availability, and accuracy of information; facilitate the additional analysis of information; enhance the ability to monitor the performance of the entity's activities and its policies and procedures and reduce the risk that controls will be circumvented. Obtain, analyze, and appraise information as a basis for an informed, objective opinion on the adequacy of design and operating effectiveness of the system of controls, the efficiency of performance of the activities being reviewed, and the extent of compliance with established policies, procedures, plans, laws, and regulations. Report engagement observations to the Chief Financial Officer and provide constructive recommendations for consideration that can correct unsatisfactory conditions with the goal to improve controls, mitigate risk, improve operations / efficiency, promote company growth, reduce cost, and / or ensure compliance with applicable laws and regulations. Facilitate documentation of policies, procedures and internal controls. Report on audit results both verbally and in concise written audit reports in a timely manner. Follow-up on recommendations to ensure they are implemented. Assist with special projects, consulting/advisory engagements, and assignments exclusive of the audit work plan that are assigned by the Chief Financial Officer.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER
SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in conducting operational and compliance audits.

Applicants must detail all experience in conducting audits.

2. Experience in developing financial, administrative, and risk management policies and procedures.

Applicants must detail all experience in developing policies and procedures.

3. Experience in assessing internal financial and administrative controls to ensure compliance with policies and procedures.

Applicants must detail all experience in assessing current financial and administrative controls for compliance.

4. Experience in preparing audit reports detailing findings and recommendations.

Applicants must detail all experience in preparing reports.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in each preferred Qualification."

Req.# 701176